

RECRUITMENT RULES

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GOVERNMENT OF PUDUCHERRY
HOME DEPARTMENT

(G.O. Ms. No. 49, Puducherry, dated 30th August 2016)

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Notification No. 5/4/65-GP, dated the 11th January 1965 of the Ministry of Home Affairs, Government of India, New Delhi and in supersession of the Home Department's Notifications issued in G.O. Ms. No. 53, dated the 11th October, 2000, published as Supplement to Gazette No. 44, dated 31st October 2000 and G.O. Ms. No. 66, dated the 30th December, 1992 and in supersession of all other Notifications issued in this behalf, save as respects things done or omitted to be done before such supersession, the Lieutenant-Governor, Puducherry, hereby makes the following rules regulating the method of recruitment to the Group 'C' posts in the Police Department, Government of Puducherry, namely:—

1. *Short title and commencement.*— (i) These rules may be called the Government of Puducherry, Police Department, (Group 'C') posts Recruitment Rules, 2016.

(ii) They shall come into force on and from the date of their publication in the Official Gazette.

2. *Application.*— These rules shall apply for recruitment to the posts in the Police Department, Puducherry as specified in column (1) of the Schedules annexed hereto.

3. *Number of post, their classification and Pay Band with Grade Pay/Pay Scale.*— The number of the said posts, their classification and the Pay Band with Grade Pay/Pay Scale attached thereto, shall be as specified in columns (2) to (4) of the said Schedules.

4. *Method of recruitment, age-limit and other qualifications.*— The method of recruitment to the said posts, age-limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of this said Schedules.

5. *Disqualifications.*— No person,

(a) Who has entered into or contracted a marriage with a person having a spouse living; or

(b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts:

Provided that the Lieutenant-Governor may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

6. *Power to relax.*— Where the Lieutenant-Governor is of the opinion that it is necessary or expedient so to do, he may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

7. *Savings.*— Nothing in these rules shall affect-

(c) the reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Government from time to time in this regard; and

(d) the promotions and appointments already made in accordance with the rules hereby superseded.

SCHEDULE-I

RECRUITMENT RULES FOR THE POST OF POLICE CONSTABLE (STOREKEEPER)

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| 1. Name of the post | : Police Constable (Storekeeper) |
| 2. Number of posts | : 5 (Five) [2016] Subject to variation dependent on work-load. |
| 3. Classification | : General Central Services–Group 'C'–Non-Gazetted–Non-Ministerial. |
| 4. Pay Band and Grade Pay/Pay Scale | : Pay Band–1 ₹ 5,200-20,200 + Grade Pay ₹ 2,000 |
| 5. Whether selection post or non-selection post | : Not applicable |
| 6. Age-limit for direct recruits | : Between 18 and 22 (Relaxation of age as per rules in force) Relaxation of upper age-limit for Home Guards serving in the Union territory of Puducherry is upto 39 years. |

Note : (1) In the case of recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications.

Note : (2) In the case of recruitment made through Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date upto which the Employment Exchanges are asked to submit the names.

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| 7. Educational and other qualifications required for:
direct recruits. | <ul style="list-style-type: none"> (i) A pass in HSC(+2) or its equivalent; (ii) One year experience in Stores handling from a reputed organization; (iii) Physical standards, physical efficiency, medical standards and written test as prescribed in the Annexure. |
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Note 1 : The Home Guards shall be exempted from written test and physical efficiency test prescribed for direct recruits.

Note 2 : The qualification regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if, at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

8. Whether age and educational qualifications : Not applicable
prescribed for direct recruits will apply in the
case of promotees.
9. Period of probation, if any : Two years for direct recruits
10. Method of recruitment, whether by direct : By absorption failing which by direct recruitment.
recruitment or by promotion or by deputation/
absorption and percentage of the vacancies to
be filled by various methods.
11. In case of recruitment by promotion /deputation/: Absorption from the grade of Police Constable who have
absorption, grades from which promotion/ successfully completed their period of probation and
deputation/absorption is to be made. have at least one year experience in Stores handling in
any Police Unit.
12. If a Departmental Promotion Committee exists, : *Police Establishment Board constituted by Government of*
what is its composition? *Puducherry comprising of:—*
(1) Director/Inspector-General of Police . . Chairman
(2) Deputy Inspector-General of Police . . Member
(3) Senior Superintendent of Police (C&I) . . Member
(4) Senior Superintendent of Police (L&O) . . Member
(5) Senior Superintendent of Police (HQ) . . Member
(6) Superintendent of Police (HQ) . . Member
13. Circumstances in which the Union Public : Not applicable
Service Commission is to be consulted in making
recruitment.

(By order of the Lieutenant-Governor)

F.P. VERBINA JAYARAJ,
Under Secretary to Government.

SCHEDULE-II

RECRUITMENT RULES FOR THE POST OF POLICE CONSTABLE (PHOTOGRAPHER)

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| 1. Name of the post | : | Police Constable (Photographer) |
| 2. Number of posts | : | 4 (Four) [2016] Subject to variation dependent on work-load. |
| 3. Classification | : | General Central Services–Group 'C'–Non-Gazetted–Non-Ministerial. |
| 4. Pay Band and Grade Pay/Pay Scale | : | Pay Band–1 ₹ 5,200-20,200 + Grade Pay ₹ 2,000 |
| 5. Whether selection post or non-selection post | : | Not applicable |
| 6. Age-limit for direct recruits | : | Between 18 and 22 years (Relaxation of age as per rules in force) Relaxation of upper age-limit for Home Guards serving in the Union territory of Puducherry is upto 39 years. |

Note : (1) In the case of recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications.

Note : (2) In the case of recruitment made through Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date upto which the Employment Exchanges are asked to submit the names.

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| 7. Educational and other qualifications required for:
direct recruits. | (i) | A pass in HSC(+2) or its equivalent; |
| | (ii) | Two years experience in Photography in a reputed studio (Proficiency in Photography will be tested at the time of selection). |
| | (iii) | Physical standards, physical efficiency, medical standards and written test as prescribed in the Annexure. |

Note 1 : The Home Guards shall be exempted from written test and physical efficiency test prescribed for direct recruits.

Note 2 : The qualification regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if, at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

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| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | Not applicable |
| 9. Period of probation, if any | : Two years for direct recruits |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods. | By absorption failing which by direct recruitment/recruitment from Home Guards who rendered 3 years of service as Home Guards in the ratio 3:1 |
| 11. In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption is to be made. | Absorption from willing Police Constables who have completed their period of probation and possessing the qualification prescribed for direct recruits. |
| 12. If a Departmental Promotion Committee exists, what is its composition? | <p><i>Police Establishment Board constituted by Government of Puducherry comprising of:—</i></p> <p>(1) Director/Inspector-General of Police . . Chairman</p> <p>(2) Deputy Inspector-General of Police . . Member</p> <p>(3) Senior Superintendent of Police (C&I) . . Member</p> <p>(4) Senior Superintendent of Police (L&O) . . Member</p> <p>(5) Senior Superintendent of Police (HQ) . . Member</p> <p>(6) Superintendent of Police (HQ) . . Member</p> |
| 13. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. | Not applicable |

(By order of the Lieutenant-Governor)

F.P. VERBINA JAYARAJ,
Under Secretary to Government.

ANNEXURE

PROCEDURE/STANDARDS FOR CONDUCTING PHYSICAL MEASUREMENT TEST, PHYSICAL EFFICIENCY TEST, WRITTEN TEST AND MEDICAL EXAMINATION FOR THE RECRUITMENT OF POLICE CONSTABLE (STOREKEEPER) IN PUDUCHERRY POLICE

1. PLAN OF THE RECRUITMENT EXAMINATION:

	Type of test	Paper	Marks	Time
A.	Physical Standard Test	Compulsory for all candidates applying for the posts	Qualifying in nature	The date/time and venue of the test will be intimated to candidates through the Department's website.
B.	Written Test	1 Paper	100	2.00 hours

1 (A). **Physical standard measurements:**

All candidates with correct and valid application shall have to appear the Physical standard measurement tests. The candidates qualifying in the Physical measurement test will be allowed to appear in the written examination.

The details of Physical standard measurement tests is as follows:

1. ***The Physical standard and fitness for recruitment for the post will be as follows:***

For Male candidates:

Height	Minimum 165 cms.
Chest	81-86 cms. with minimum expansion of 5 cms.

For Female candidates:

Height	Minimum 154 cms.
Weight	45 kgs. minimum

2. **Appeal:**

The appeal made by any candidates on the same day of the Physical measurement test will be examined and the decision of the Senior Superintendent of Police nominated by Director-General of Police/Inspector-General of Police in respect of the appeal shall be final.

1. (B) **Written test:**

Written test: (100 marks)

(i) All candidates (Male or Female) who qualify the Physical standards shall undergo a written test. The test will be of 2 hours duration with maximum of 100 marks questions. The questions will be of objective type of following subjects:

Sl. No.	Subject	Marks
1	General English	20
2	General Knowledge	20
3	General Mathematics	20
4	General Physics	20
5	General Chemistry	20
Total marks		100

(ii) The written test will be in English only.

(iii) The Recruitment Committee will fix the minimum marks in Written test for both General and Reserve candidates.

2. MEDICAL EXAMINATION:

The candidates who pass the Written Test shall be medically examined by Specialists in Government General Hospital, Puducherry and finally certified by the Assistant Director (RMO) under the supervision of Medical Superintendent, Government General Hospital, Puducherry.

Medical standards to be met

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| a. Eyesight: | <i>Distant vision</i> |
| | 1. Normal - Both eyes should be 6/6 |
| | OR |
| | Better eye with correction 6/6 |
| | <i>Near vision</i> |
| | 2. Normal - Both eyes should be JJ |
| | 3. Free from colour blindness |
| b. Hearing | Free from any disability |
| c. Defects or deformity | Free from any defect or deformity of limbs. |
| d. Disease | Free from hernia, piles, respiratory disease, diabetes or any other disease, which will adversely affect the work of Police Constable (Storekeeper) in the Police Department. |
| e. Other | Should not be flat-footed or suffering from knocked knees and bow legs. |

3. PROCEDURE:

1. The testing procedure, time and venue would be decided and subject to change by the Committee.

2. The candidate should be informed about his eligibility/status at all stages and issue of rejection slips stage-wise.

The Recruitment Board will constitute Physical Test Team in consultation with Inspector-General of Police to test the Physical standard of the candidates.

Note: All the Physical standard measurement, Written examination and Medical test will be conducted in Puducherry only.

4. FINAL LIST OF SELECTED CANDIDATES:

Final select list will be declared after completion of all the tests. The result of successful candidates will be hosted on the Government/Departmental website.

5. TRAINING:

The selected candidates shall undergo Basic Training at Police Training School, Puducherry for a period of 6 (six) months as per the syllabus decided by this Department.

(By order of the Lieutenant-Governor)

F.P. VERBINA JAYARAJ,
Under Secretary to Government.

ANNEXURE

PROCEDURE/STANDARDS FOR CONDUCTING PHYSICAL MEASUREMENT TEST, PHYSICAL EFFICIENCY TEST, WRITTEN TEST AND MEDICAL EXAMINATION FOR THE RECRUITMENT OF POLICE CONSTABLE (PHOTOGRAPHER) IN PUDUCHERRY POLICE

1. PLAN OF THE RECRUITMENT EXAMINATION:

	Type of test	Paper	Marks	Time
A.	Physical Standard Test	Compulsory for all candidates applying for the posts	Qualifying in nature	The date/time and venue of the test will be intimated to candidates through the Department's website.
B.	Written Test	1 Paper	100	2.00 hours

1 (A). **Physical standard measurements:**

All candidates with correct and valid application shall have to appear the Physical standard measurement tests. After qualifying in the Physical measurement tests the candidates will have to appear in the eyesight test. The candidates qualifying in the Physical measurement test will be allowed to appear in the Written examination.

The details of Physical standard measurement tests is as follows:

1. *The Physical standard and fitness for recruitment for the post will be as follows:*

For Male candidates:

Height Minimum 165 cms.
Chest 81-86 cms. with minimum expansion of 5 cms.

For Female candidates:

Height Minimum 154 cms.
Weight 45 kgs. minimum

2. **Appeal:**

The appeal made by any candidate on the same day of the Physical measurement test will be examined and the decision of the Senior Superintendent of Police nominated by Director-General of Police/Inspector-General of Police in respect of the appeal shall be final.

1 (B). **Written test:**

Written test: (100 marks)

(i) All candidates (Male or Female) who qualify the Physical standards shall undergo a Written test. The test will be of 2 hours duration with maximum of 100 marks questions. The questions will be of objective type of following subjects:

Sl. No.	Subject	Marks
1	General English	20
2	General Knowledge	20
3	General Mathematics	20
4	General Physics	20
5	General Chemistry	20
Total marks		100

(ii) The written test will be in English only.

(iii) The Recruitment Committee will fix the minimum marks in Written test for both General and Reserve candidates.

2. MEDICAL EXAMINATION:

The candidates who pass the Written Test shall be medically examined by Specialists in Government General Hospital, Puducherry and finally certified by the Assistant Director (RMO) under the supervision of Medical Superintendent, Government General Hospital, Puducherry.

Medical standards to be met

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|-------------------------|--|
| a. Eye sight: | <i>Distant vision</i> |
| | 1. Normal - Both eyes should be 6/6 |
| | OR |
| | Better eye with correction 6/6 |
| | <i>Near vision</i> |
| | 2. Normal - Both eyes should be JJ |
| | 3. Free from colour blindness |
| b. Hearing | Free from any disability |
| c. Defects or deformity | Free from any defect or deformity of limbs. |
| d. Disease | Free from hernia, piles, respiratory disease, diabetes or any other disease, which will adversely affect the work of Police Constable (Photographer) in the Police Department. |
| e. Other | Should not be flat-footed or suffering from knocked knees and bow legs. |

3. PROFICIENCY SKILL TEST WILL BE CONDUCTED IN THE FOLLOWING TOPICS:

1. Digital SLR Camera—Manual Operating System
2. Use of Lenses
3. Low Light Exposure
4. High Speed Exposure
5. Micro/Macro Exposure

4. PROCEDURE:

1. The testing procedure, time and venue would be decided and subject to change by the Committee.
2. The candidate should be informed about his eligibility/status at all stages and issue of rejection slips stage-wise.

The Recruitment Board will constitute Physical Test Team and Proficiency Skill Test Team in consultation with Inspector-General of Police to test the Proficiency Skill and Physical standard of the candidates.

Note: All the Physical standard measurement, Proficiency Skill Test, Written examination and Medical test will be conducted in Puducherry only.

5. FINAL LIST OF SELECTED CANDIDATES:

Final select list will be declared after completion of all the tests. The result of successful candidates will be hosted on the Government/Departmental website.

6. TRAINING:

The selected candidates shall undergo Basic Training at Police Training School, Puducherry for a period of 6 (six) months as per the syllabus decided by this Department.

(By order of the Lieutenant-Governor)

F.P. VERBINA JAYARAJ,
Under Secretary to Government.
